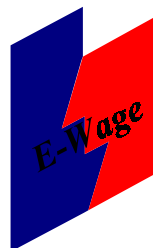




E-Wage



Reference
Guide



Windows Version 3.0
Single User

Utah Department of Workforce Services
Unemployment Insurance

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Introduction

Welcome to *E-Wage*

This Windows Version of *E-Wage* will be the framework of many new changes in Utah wage reporting with The Utah Department of Workforce Services.

The *New E-Wage* Program offers the following improvements:

- Replacement for the “Jswage” DOS based wage data entry program
- A user friendly and intuitive Windows environment
- Electronic filing of both the Employer’s Contribution Report (Form 3) and the Wage List (Form 3H)
- Optional payment of taxes with debit Electronic Funds Transfer (EFT)
- Improved import capabilities
- Update employer account information (Form 3S)
- *E-Wage* Program is available on line: http://jobs.utah.gov/ui/ewage/ewage_download.asp

E-Wage eliminates the need to send paper documents to DWS. The paper reports created in this program are for the sole use of the business owner or the tax preparer and clients.

Paper documents printed in *E-Wage* are not intended for filing reports with this Department. The Payment Coupon, the only exception, must be sent with your check *unless* paying by EFT.

System Requirements

- A Microsoft Windows compatible PC with a Pentium processor, recommended 200 MHz or faster.
- Windows 95, Windows 98, Windows NT 4.0 with service pack 6, Windows 2000, Windows XP
- All Relative Y2K service packs
- 64 MB of RAM
- 5 MB of free hard disk space
- CD-ROM drive
- Minimum 56K Modem
- Internet access to take advantage of Internet features
- Use only Netscape Navigator (v6.1 or greater) or Internet Explorer (v5.5 or greater)
- We recommend a resolution of 1024 x 768 or higher.

Help Line: 801-526-9494

800-222-2857 Ex 69494

8:00 a.m. to 5:00 p.m.

Except Weekends and Holidays

E-Wage

Installation

CD-ROM

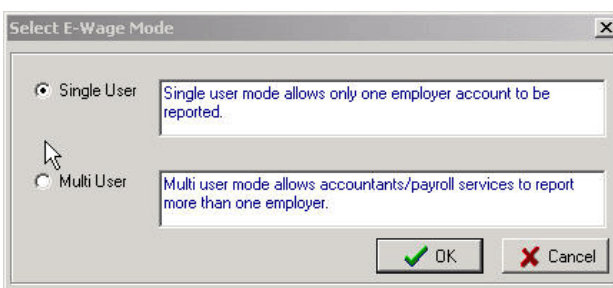
Insert the *E-Wage* software CD into your CD-ROM drive to bring up the autorun screen or run **setup.exe** in the root directory of the *E-Wage* CD and then follow the instructions appearing on your screen. The install wizard takes you through the installation process and puts the new *E-Wage* icon on your computer desktop.

Internet

The *E-Wage* program may be downloaded from the Department's website at:
http://jobs.utah.gov/ui/ewage/ewage_download.asp

Program Mode Selection

At the end of the install process, select which version of the *E-Wage* Program to run. Select the Single User mode unless you are filing reports for more than one employer. The Single User mode can be upgraded to the Multi User later, but you can not go from the Multi User to the Single User without a loss of data. A new install of the Single User is required.



Starting *E-Wage*

Simply double click on the *E-Wage* icon on your computer to start *E-Wage* or you can execute the program C:\Program Files\EWage\EWage.exe.

Changing Single User to Multi User

To change Single User to a Multi User call the **Help Line**:

801-526-9494
800-222-2857 Ex 69494
8:00 a.m. to 5:00 p.m.
Except Weekends and Holidays

Program Updates

To check for the latest updates, go to the Help tab at the top of any screen. Go to "About *E-Wage*" and click on the "Update" button. The update file can be downloaded to a diskette from a computer with Internet access from the Department's website at: **<http://jobs.utah.gov/ui/ewage/ewageupgrade.asp>**. An update diskette can also be obtained by calling the Departments **Help Line**. See above.

Quick Reference (Contributory Employers)

- ***E-Wage* Manual**
 - The *E-Wage* Manual is found on the install CD or may be downloaded from the Internet at <http://jobs.utah.gov/ui/employer.asp>.
- **Getting Started**
 - The question mark icon (?) to the side of any field represents the help icon. Information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.
 - The first time you run *E-Wage*, the “Employer Profile” screen is shown.
 - All fields must be input with data and posted to continue.
 - Confirm the system time and date each time you run the program.
 - Confirm your “Employer Profile” each time you run the program.
- **Update Employer Information Profile - Form 3S**
 - Click “No” if there are changes to the account (i.e., change of ownership/entity, address, contact information).
 - Complete Form 3S and “Post Changes” or cancel and choose the “Wage Data” tab at the top of the screen to continue.
- **Employer’s Quarterly Wage List - Form 3H**
 - Enter Quarter/Year and confirm.
 - This is the report filing period.
 - Enter Contribution Rate and confirm.
 - This is located on line #6 of your Employer Quarterly Contribution Report (Form 3) or your annual Contribution Rate Notice (Form 45).
 - Enter Taxable (Wage) Base and confirm.
 - This is found on line #4 of your Employer Quarterly Contribution Report (Form 3) or your annual Contribution Rate Notice (Form 45).
 - Enter Employee Social Security Number.
 - Leave blank if the SSN is invalid or unknown at the time of reporting.
 - Enter Employee Name.
 - Enter Employee Gross Wages.
 - Report dollars and cents.
 - An Employer 125 Cafeteria Plan are the only wages that are not reported in gross wages.
 - Click “Continue” when completed.
- **Employer’s Contribution Report - Form 3**
 - Information from the “Wage Data” screen is used to create the Form 3 Contribution Report and calculate the contribution (Tax) due. Any interest and penalties are based on the computer’s system date at the time the contribution is calculated.
 - Total Payment
 - Enter dollar amount of remittance.
 - Enter Employee Count.
 - Click “Continue” when completed.
 - Adjustments for prior quarters must be made by filing an amended report (Form 3ADJ and 3HADJ). Forms can be downloaded from the web at: <http://jobs.utah.gov/ui/taxform.asp>.
- **Submit The Employer’s Contribution Report & Quarterly Wage List**
 - Three filing options
 - Upload a data file to the Internet and mail the payment coupon and the check.
 - Upload data file and make an EFT payment on the Internet.
 - Create a data file on diskette and mail with payment coupon and check.

Quick Reference
(Reimbursable Employers)
(Only nonprofit organizations or governmental entities)

- ***E-Wage* Manual**
 - The *E-Wage* Manual is found on the install CD or may be downloaded from the Internet at <http://jobs.utah.gov/ui/employer.asp>.
- **Getting Started**
 - The question mark icon (?) to the side of any field represents the help icon. Information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.
 - The first time you run *E-Wage*, the “Employer Profile” screen is shown.
 - All fields must be input with data and posted to continue.
 - Confirm the system time and date each time you run the program.
 - Confirm your “Employer Profile” each time you run the program.
- **Update Employer Information Profile - Form 3S**
 - Click “No” if there are changes to the account (i.e., change of ownership/entity, address, contact information).
 - Complete Form 3S and “Post Changes” or cancel and choose the “Wage Data” tab at the top of the screen to continue.
- **Employer’s Quarterly Wage List - Form 3H**
 - Enter Quarter/Year and confirm.
 - This is the report filing period.
 - Enter Employee Social Security Number.
 - Leave blank if the SSN is invalid or unknown at the time of reporting.
 - Enter Employee Name.
 - Enter Employee Gross Wages.
 - Report dollars and cents.
 - An Employer 125 Cafeteria Plan are the only wages that are not reported in gross wages.
 - Click “Continue” when completed.
- **Employer’s Reimbursable Report**
 - Information from the “Wage Data” screen is used to report the total wages paid in the quarter.
 - Enter Employee Count.
 - Click “Continue” when completed.
 - Adjustments for prior quarters must be made by filing an amended report (Form 3HADJ). Form 3HADJ can be downloaded from the web at: <http://jobs.utah.gov/ui/taxform.asp>.
- **Submit The Employer’s Reimbursable Report & Quarterly Wage List**
 - Two filing options
 - Upload a data file to the Internet.
 - Create a data file on diskette and mail in.

Where to Start with *E-Wage*

Run *E-Wage* for the first time

The question mark icon (?) to the side of any field represents the help icon. Help information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.

Employer Profile Setup

The first time that *E-Wage* is started, enter the basic “Employer Profile” information as shown below. All fields must be completed and posted before proceeding.

Once the employer’s profile has been completed the “EFT Information” screen will become active. If you are **NOT** going to use the EFT option, please complete the profile setup by clicking on the “Post” button.

E-Wage - [Employer Profile]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

UI Account Number: [] ? Federal ID: [] ?

Company Name: []

Address: []

City/State/Zip: [] UT []

Business Phone: []

Contact Person: []

Title: []

Phone: []

Email Address: []

Must Enter Employer Information before proceeding.

Post Cancel

EFT Setup

Enable EFT Payment

Enter the EFT Information and check the “Enable EFT Transactions” box.

Disable EFT Payment

The EFT option may be disabled at anytime by removing the check mark from the “Enable EFT Transactions” box.

Complete the EFT setup by clicking on the “Post” button.

E-Wage - [Client Profile]

File View Help

History Wage Data Form 3 Changes Profile Clients Reports Preparer Settings

UI Account Number: C 3-125848-4 ? Federal ID: 00-00000004 ?

Company Name: CHAT N CHEW

Address: 1234 S 300 W

City/State/Zip: SANDY UT 84094-0120

Business Phone: (801)526-9494

Contact Person: PHIL

Title: MANAGER

Phone: (801)526-9590

Email Address: phil@com.com

Options | EFT Information

Authorized By: MISS BEA HAVEN

Authorized Title: CEO

Account Number: 456236222

Routing Number: 124000054

Account Type: C C - Checking, S - Savings, M - Money Market

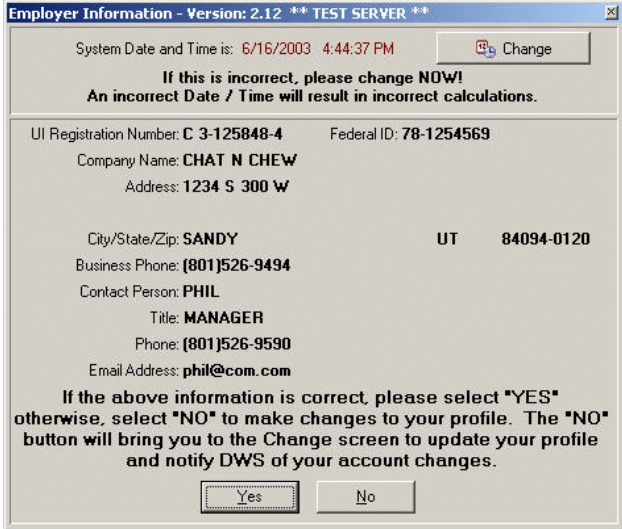
Add Client Delete Client Post Cancel

Beginning Each Quarter

Each time you enter the *E-Wage* program the “System Date Check” and “Employer Profile Check” screens will pop up for verification.

System Date Check

An incorrect System Date may result in inaccurate interest and penalty calculations. *E-Wage* will display the System Date each time you start the program. To correct the system date and time, click the “Change” button.



Employer Information - Version: 2.12 ** TEST SERVER **

System Date and Time is: 6/16/2003 4:44:37 PM

**If this is incorrect, please change NOW!
An incorrect Date / Time will result in incorrect calculations.**

UI Registration Number: C 3-125848-4 Federal ID: 78-1254569

Company Name: CHAT N CHEW
Address: 1234 S 300 W

City/State/Zip: SANDY UT 84094-0120

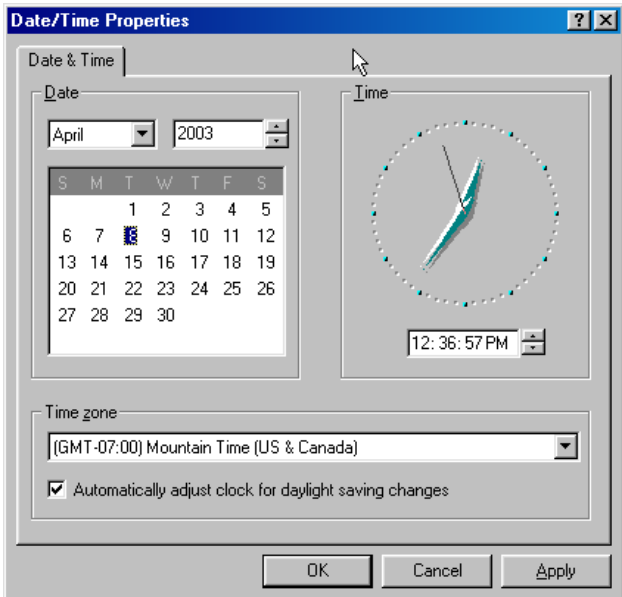
Business Phone: (801)526-9494

Contact Person: PHIL
Title: MANAGER
Phone: (801)526-9590
Email Address: phil@com.com

If the above information is correct, please select "YES" otherwise, select "NO" to make changes to your profile. The "NO" button will bring you to the Change screen to update your profile and notify DWS of your account changes.

Change System Date

This screen allows you to correct the system's settings.



Date/Time Properties

Date & Time

Date

April 2003

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Time

12:36:57 PM

Time zone

(GMT-07:00) Mountain Time (US & Canada)

☒ Automatically adjust clock for daylight saving changes

Employer Profile Check

Each time *E-Wage* begins, you are asked if the “Employer Profile Information” is current. If the “Employer Profile” is correct, select “Yes” to continue.

Employer Information - Version: 2.12 ** TEST SERVER **

System Date and Time is: 6/16/2003 4:44:37 PM [Change](#)

**If this is incorrect, please change NOW!
An incorrect Date / Time will result in incorrect calculations.**

UI Registration Number: C 3-125848-4 Federal ID: 78-1254569

Company Name: CHAT N CHEW
Address: 1234 S 300 W

City/State/Zip: SANDY UT 84094-0120

Business Phone: (801)526-9494

Contact Person: PHIL
Title: MANAGER
Phone: (801)526-9590
Email Address: phil@com.com

If the above information is correct, please select "YES" otherwise, select "NO" to make changes to your profile. The "NO" button will bring you to the Change screen to update your profile and notify DWS of your account changes.

[Yes](#) [No](#)

Change Employer Profile

A “No” answer will take you to the “Employer Changes Screen” (Form 3S) to make the correction. (For more information, refer to page 22.)

E-Wage | CHAT N CHEW | 1/2003 - [Form3S (Employer Changes)]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Employer ID: C 3-125848-4 Date: 04/02/2003

1. PLEASE MAKE CHANGES if information is incorrect or missing.
Federal ID Number: 78-1254569 ? Telephone Number: (801)526-9494 ?

2. CHANGE OF NAME OR ADDRESS, but NO change of ownership.
New Name: CHAT N CHEW
New Address: 1234 S 300 W
SANDY UT 840940120
☐ New Name
☐ New Address

3. CHANGE OF OWNERSHIP (contact DWS for bankruptcy or merger)
☐ Business or Entity Reorganization OR ☐ Business Sold and % of Assets Sold
Effective on: ?
We changed to: ?
New owners: ?
New Name: ?
New Address: ?
City, State, Zip: ?

4. CLOSE / REOPEN ACCOUNT
Effective on: ?
☐ Out of Business with NO successor
☐ Still in business with no employees
☐ Employees are now LEASED from: ?
☐ Reopen

5. CONTACT INFORMATION
Contact: JIM SHEW Phone: (801)526-9494
Title: MANAGER
Email: jim@com.com

[Post Changes](#) [Cancel Changes](#)

Entering Wage Data

Contributory Employers

Once you have posted the “Employer Profile”, *E-Wage* automatically goes to the “Wage Data” entry screen. Your Registration Number and Company Name appear automatically using your “Employer Profile Information.” Enter the quarter and year for which you are filing reports (e.g., 1/2002, 2/2002). As you enter the Quarter /Year, Contribution Rate, and Taxable Base, you are asked to confirm the data for each entry. The Contribution Rate and Taxable Base are found on the quarterly reports mailed to you at quarter’s end, or your annual Contribution Rate Notice (Form 45). The rate must be within the range of .001 to .099.

Rate Changes Mid Year

The “Contribution Rate” input for the 1st quarter of each year becomes the default for that year. Any rate change for a subsequent quarter must be input.

Did You Pay Wages This Quarter ?

If you had payroll during the quarter, click on **YES** and enter the data.

If you had **NO** payroll in the quarter, click on **NO**. A no wages paid report, Form 3, is created.

E-Wage | CHAT N CHEW - [Wage Data Entry]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Registration Number C 5-303490-0 CHAT N CHEW

Quarter/Year 2/2003 ? Contributions Rate .015 ? Taxable Base 22,500 ?

SSN	First Name	Middle	Last Name	Wages
-----	------------	--------	-----------	-------

Confirm

Did you pay wages this Quarter?

Yes No Cancel

Sort By Entry Order Total Employees Total Wages

Copy Previous Qtr Add Employee Delete Employee

Import Payroll CONTINUE

Reimbursable Employers

Your Registration Number and Company Name appear automatically using your “Employer Profile Information.” Tax Rates and Wage Base information do not apply to Reimbursable Employers. Enter the quarter and year for which you are filing reports and confirm (e.g., 1/2002, 2/2002).

Did You Pay Wages This Quarter ?

If you had payroll during the quarter, click on **YES** and enter the data.

If you had **NO** payroll in the quarter, click on **NO**. A no wages paid report, Form 3, is created.

E-Wage | FAMILY HEALTH | 1/2003 - [Wage Data Entry]

File View Help

Wage Data Quarterly Changes Reports Submit History Profile Settings

Registration Number R 4-911103-0 FAMILY HEALTH

Quarter/Year 1/2003 ?

SSN	First Name	Middle	Last Name	Wages
-----	------------	--------	-----------	-------

Confirm

Did you pay wages this Quarter?

Yes No Cancel

Sort By Entry Order Total Employees 0 Total Wages

Copy Previous Qtr Add Employee Delete Employee

Import Payroll CONTINUE

Wage Data - Form 3H

Entering Employee Wages

You must enter the social security number (SSN), name, and wages for each employee. When hitting the ENTER key or TAB key after entering wages, the program automatically posts the data. The program keeps a running total of the number of employees and the total wages entered.

An invalid SSN should be replaced with a blank entry in order for the wage data to post to your account. If the employee has not provided a SSN, please obtain it. Upon receiving mail notification concerning this omission, you must respond by providing the corrected SSN. Excess wages can not be calculated for an employee without a SSN.

Report total gross wages (both dollars and cents) before deductions for each employee. Include compensation (cash, bonuses, commissions, gifts, tips, etc.,) as one wage figure. Employees who received no compensation during the quarter should not be listed.

SSN	First Name	Middle	Last Name	Wages
528-15-2358	LOU		SMITH	1,570.00
529-35-7583	ED		JOHNSON	7,430.00
528-65-4852	ALAN		BURNINGHAM	1,210.00
528-45-3286	DOUGLAS		COOK	25,140.00
528-35-8295	JOHN		SMYTH	624.00
069-12-3541	LEE	H	BAKER	970.00
529-87-5832	RICHARD		HALL	2,327.00
563-28-9547	ANN		SHORT	3,630.00
585-25-6458	CHRIS		JENSEN	2,921.00
528-48-9287	BRYAN		WILSON	32,000.00
528-89-2851	CATHLEEN	M	BENSON	3,552.00
646-35-8412	JANE	J	WATERS	2,625.00

Exempt Wages

Section 125 Cafeteria Plan:

This refers to section 125 of the Internal Revenue Code which allows a company to offer its employees a choice of non taxable benefits. These wages are exempt from the Unemployment Tax and should not be reported as part of gross wages.

Continue Button

After completing the wage list information, press this button to save the data. The wage total is posted to the Form 3 and the tax due is calculated for the quarterly report. Excess wages can not be calculated for an employee without a SSN.

Copy Previous Qtr Button

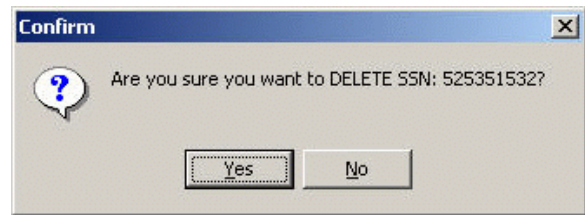
When clicked, this button copies the employee's Name and SSN from the previously entered quarter that had payroll. The wage field will be blank. In choosing this option, you must remember to copy the previous quarter before adding new employees.

Add Employee Button

This button, when clicked, will add a blank line to the "Wage Data" grid. You then enter the information for the new employee.

Delete Employee Button

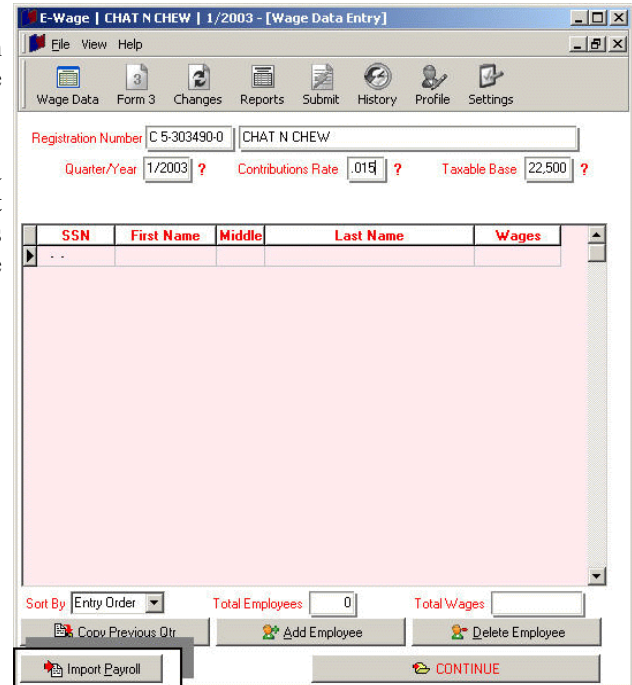
This button deletes employees one at a time. Highlight the employees and click on “Delete Employee.” You will be asked to confirm the deletion. Any employee without wages will automatically be deleted when the list is posted to the Form 3. To delete an entire quarter refer to the “History” section page 26.



Import Payroll Button

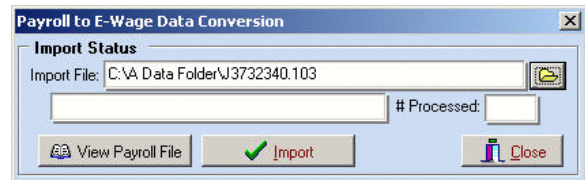
This button will not become active until an import option has been selected. Refer to the section “Wage Data Import Setup” page 23.

This button allows you to import payroll data into *E-Wage*. Before using this feature, the import settings must be defined. When selecting this option, you must remember to import the wage data before adding new employees.



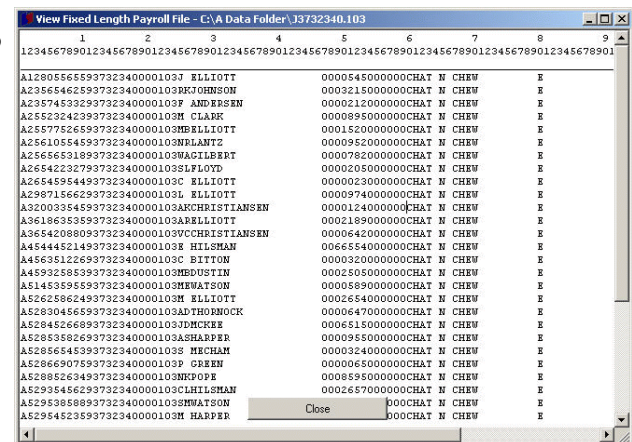
Set Import file Path

Set the path to the wage data file you wish to import.



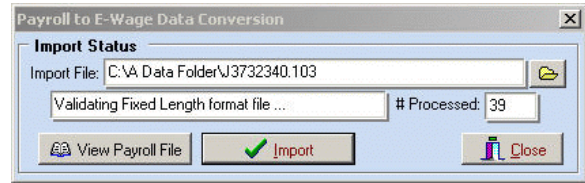
View Import File button

Preview the file before importing to insure the correct file has been selected.

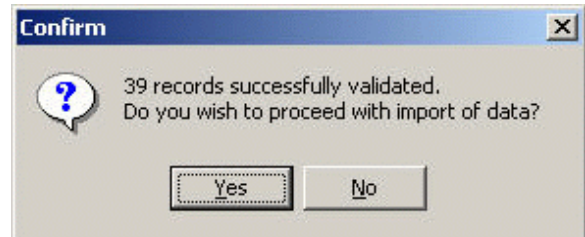


Import button

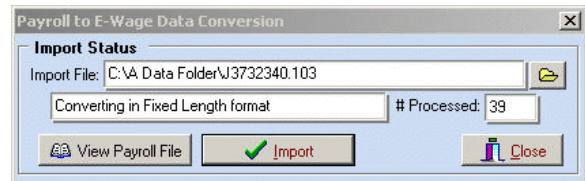
This will first validate the data file and confirm the number of employees to be imported.



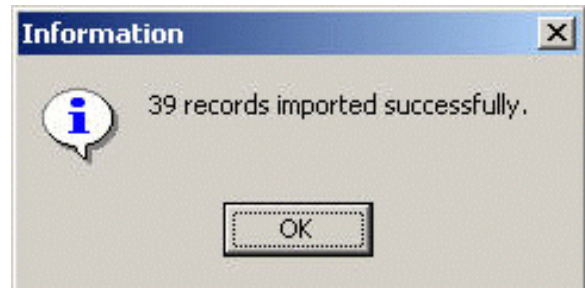
Validation Complete



Converting Wage Data



Successful Import Confirmed



Quarterly Reports

Contributory Employers Report - Form 3

The wage data information from the “Wage Data” screen has now been posted to the “Employers Contribution Report” screen (Form 3). This report has calculated the Excess Wages and Tax Due for this quarter.

Contribution (Tax) Due

Enter the Total Payment Amount.

E-Wage | CHAT N CHEW INC | 1/2002 - [Form3 (Quarterly Report)]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Employer ID: C 9-373234-0 CHAT N CHEW INC

Quarter / Year: 1/2002 Due Date: 4/30/02 Today's Date: 4/7/02

Employers Unemployment Contribution Report (Form 3)

Total Wages	82,499.00	Total paid this quarter - rounded to the nearest dollar.
Excess Wages	11,640.00	<input type="checkbox"/> Select this option to manually enter Excess Wages.
Taxable Wages	70,859.00	(Total Wages) - (Excess Wages)
Contribution Rate	0.011	
Contribution Due	779.45	(Taxable Wages) x (Contribution Rate)
Interest	0.00	(Contribution Due) x 1% for each month late.
Late Filing Penalty	0.00	Penalty assessed for filing quarterly report late.
Total Due	779.45	(Contribution Due) + (Interest) + (Late Filing Penalty)
Total Payment	779.45	Make Check Payable to: Utah Unemployment Compensation Fund

Number of Employees

For each month, report the number of covered workers (exclude individuals specifically exempted by the Employment Security Act) who worked during or received pay for the payroll period which includes the 12th of the month. Include full, part-time, and intermittent employees. Exclude those who received pay during the payroll period, but whose employment terminated prior to the payroll period.

1st Month: 12 2nd Month: 12 3rd Month: 12

CONTINUE

Starting an *E-Wage* Payroll in Mid-Year

Employee wage information for each quarter of the calendar year must be posted to *E-Wage* to insure that Excess Wages are calculated and the Unemployment Tax Due is correct.

If you are starting *E-Wage* later in the year, you may enter the prior quarters so that the Excess Wage calculation is correct. If you wish to override the calculation and manually input the excess wage amount, check the box to the right of the excess wage field.

Employee Count

For each month, report the number of covered workers who worked during, or received pay for, the payroll period which includes the 12th day of the month. Include full-time and part-time as well as intermittent employees. Exclude those who received pay during the payroll period but whose employment terminated prior to the payroll period. Clicking on the “Continue” button will take you to the “Reports” screen.

E-Wage | CHAT N CHEW | 1/2002 - [Form3 (Quarterly Report)]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Employer ID: C 5-303490-0 CHAT N CHEW

Quarter / Year: 1/2002 Due Date: 4/30/2002 Today's Date: 5/30/2003

Employers Unemployment Contribution Report (Form 3)

Total Wages	82,499.00	Total paid this quarter - rounded to the nearest dollar.
Excess Wages	29,223.00	<input checked="" type="checkbox"/> Select this option to manually enter Excess Wages.
Taxable Wages	53,276.00	(Total Wages) - (Excess Wages)
Contribution Rate	0.015	
Contribution Due	799.14	(Taxable Wages) x (Contribution Rate)
Interest	103.89	(Contribution Due) x 1% for each month late.
Late Filing Penalty	199.79	Penalty assessed for filing quarterly report late.
Total Due	1,102.82	(Contribution Due) + (Interest) + (Late Filing Penalty)
Total Payment	\$1,102.82	Make Check Payable to: Utah Unemployment Compensation Fund

Number of Employees

For each month, report the number of covered workers (exclude individuals specifically exempted by the Employment Security Act) who worked during or received pay for the payroll period which includes the 12th of the month. Include full, part-time, and intermittent employees. Exclude those who received pay during the payroll period, but whose employment terminated prior to the payroll period.

1st Month: 27 2nd Month: 27 3rd Month: 27

CONTINUE

Reimbursable Employers Report

The wage total information from the "Wage Data" screen has now been posted to the "Reimbursable Employers Quarterly Report" screen.

Employee Count

For each month, report the number of covered workers who worked during, or received pay for, the payroll period which includes the 12th day of the month. Include full and part-time as well as intermittent employees. Exclude those who received pay during the payroll period but whose employment terminated prior to the payroll period.

The screenshot shows a software window titled "E-Wage | FAMILY HEALTH | 1/2003 - [Quarterly]". It features a menu bar with "File", "View", and "Help". Below the menu is a toolbar with icons for "History", "Wage Data", "Quarterly", "Changes", "Profile", "Clients", "Reports", "Preparer", and "Settings". The form contains the following fields and sections:

- Employer ID:** R 0-910034-0
- FAMILY HEALTH** (text label)
- Quarter / Year:** 1/2003
- Due Date:** 4/30/2003
- Today's Date:** 5/13/2003
- Number of Employees** section with a text box containing instructions: "For each month, report the number of insured workers (exclude individuals specifically exempted by the Employment Security Act) who worked during or received pay for the payroll period which includes the 12th of the month. Include full, part-time, and intermittent employees. Exclude those who received pay during the payroll period, but whose employment terminated prior to the payroll period." Below this are three input fields: "1st Month" (758), "2nd Month" (899), and "3rd Month" (899).
- Total Wages** section with a text box containing instructions: "For the Quarter, report the total wages that were paid to insured workers." Below this is a "Wages" input field with the value 3,219,216.00.
- A "CONTINUE" button at the bottom.

Amending Quarterly Reports

Adjustments For Prior Quarters

Adjustments or corrections for any quarters can not be submitted through the *E-Wage Program*. The amending of quarterly tax reports must be submitted on paper. The following on-line forms are available to the public at: <http://jobs.utah.gov/ui/taxform.asp>

Form 3ADJ	Amended Employer's Contribution Report
Form 3 HADJ	Amended Wage List
Form 3HADJC	Amended Wage List Continuation Sheet

These forms may also be mailed or faxed to you by calling

801-526-9400
800-222-2857 Ex 69400
8:00 a.m. to 5:00 p.m.
Except Weekends and Holidays

Submitting Reports

Use the screen found under the “Submit” tab to upload the “Wage Data Reports” to the Departments website via your ISP (Internet Service Provider) or create the “Wage Data Reporting Diskette.”

Filing of Timely Report

Internet Reports:

The “Employer Quarterly Report” (Form 3) is posted immediately to the employers account. The “Wage List” (Form 3H) and changes to the “Employer Profile” (Form 3S) submitted by 5:00 p.m. Mountain Standard Time will post by the following day.

Diskette Reports:

The “Employer Quarterly Report” (Form 3), “Wage List” (Form 3H), and Changes to the “Employers Profile” (Form 3S) submitted on diskette will post within 3 business days of their receipt. The envelope’s post mark will be used to determine the timeliness.

E-Wage | CHAT N CHEW INC | 1/2003 - [Submission]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Current Employer: C 9-373234-0 CHAT N CHEW INC

Current Processing Quarter and Year: 1/2003

PLEASE SELECT FORM

☐ Wage List (3H)

☐ Quarterly Report (F3)

☐ Changes (F3 S)

PLEASE SELECT SUBMISSION OPTION

☒ INTERNET Transmission

☐ DISKETTE Creation

Process

Submission options

Once you have selected the forms you wish to file, the “Submitting Options” will become active.

E-Wage | CHAT N CHEW INC | 1/2003 - [Submission]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Current Employer: C 9-373234-0 CHAT N CHEW INC

Current Processing Quarter and Year: 1/2003

PLEASE SELECT FORM

☒ Wage List (3H)

☒ Quarterly Report (F3)

☒ Changes (F3 S)

PLEASE SELECT SUBMISSION OPTION

☒ INTERNET Transmission

☐ DISKETTE Creation

Process

Internet Submission

Internet Submission

Select the “Internet Transmission” option and click on the “Process” button. *E-Wage* will automatically open the *E-Wage* Internet browser if you have an active Internet connection. If you are using AOL (America On Line) and experience Internet transmissions problems, contact your ISP.

Making Payment

Coupon Payment - (Default Option)

At the time the data is transmitted, a payment coupon will print automatically. This coupon must accompany your check to ensure proper credit to your account.

Electronic Funds Transfer Payment

If you use an EFT (Electronic Funds Transfer) to make your payment, no coupon is printed. Make sure that you have completed the information for the EFT payment option in the “Employer Profile Screen” before processing. Refer to “EFT Setup” information on page 6.

The screenshot shows the 'E-Wage | CHAT N CHEW INC | 1/2003 - [Submission]' window. It has a menu bar with 'File', 'View', and 'Help'. Below the menu is a toolbar with icons for 'Wage Data', 'Form 3', 'Changes', 'Reports', 'Submit', 'History', 'Profile', and 'Settings'. The main form area contains the following fields and options:

- Current Employer: C 9-373234-0 (CHAT N CHEW INC)
- Current Processing Quarter and Year: 1/2003
- PLEASE SELECT FORM**
 - ☒ Wage List (3H)
 - ☒ Quarterly Report (F3)
 - ☒ Changes (F3 S)
- PLEASE SELECT SUBMISSION OPTION**
 - ☒ INTERNET Transmission
 - ☐ DISKETTE Creation
- A 'Process' button with a lightning bolt icon.

Internet Submission Confirmation Screen

Your quarterly reports have been successfully transmitted.

The screenshot shows the 'E-Wage Browser' window displaying the 'jobs.utah.gov' website. The page header includes 'State Online Services', 'Agency List', and a search bar. The main content area features a 'MENU' on the left with links like 'For Employers', 'For Employees', 'Unemployment Insurance', etc. The central text reads: 'Thank you for completing your report(s). Your information has been processed. Please close your browser window to return to E-Wage.' Below this, it says 'This site is best viewed using either Internet Explorer (v5.5) or Netscape Navigator (v4.1) set for 800x600'. The footer contains links to 'Utah.gov Home', 'Terms of Use', 'Privacy Policy', and 'Accessibility Policy', along with a copyright notice for 2003.

Diskette Creation

Diskette Creation

Select the “Diskette Creation” option. The “Process” button will activate after the option is checked.

The screenshot shows the 'E-Wage | CHAT N CHEW INC | 1/2003 - [Submission]' window. The 'Diskette Creation' option is selected under 'PLEASE SELECT SUBMISSION OPTION'. The 'Process' button is visible and active.

Current Employer: C 9-373234-0 CHAT N CHEW INC
Current Processing Quarter and Year: 1/2003

PLEASE SELECT FORM

- ☒ Wage List (3H)
- ☒ Quarterly Report (F3)
- ☒ Changes (F3 S)

PLEASE SELECT SUBMISSION OPTION

- ☐ INTERNET Transmission
- ☒ DISKETTE Creation

Process

Submission of Diskette, CD, or Zip Disk

Click the “Process” button and the following pop up will appear.

Drive Selection

Select a drive and load the appropriate media.

E-wage will show the disk drives that are available. The A drive is your 3.5" floppy. The other options may represent your Writeable CD or Zip drive. Magnetic media sent to the Department are erased or destroyed after processing and cannot be returned.

The 'Media' dialog box prompts the user to 'Please Select Drive'. It has two radio button options: 'A:\' and 'G:\'. The 'OK' button is highlighted with a green checkmark.

Please Select Drive

- ☐ A:\
- ☐ G:\

OK Cancel

Formatting Disc Option

Diskette users will be asked if they want to erase the 3.5" floppy. This ensure that the disk is clean and ready to receive new data. If you are sending more than one file on the diskette, do not format the diskette again.

The 'Confirm' dialog box asks: 'Do you wish to ERASE this media? If you are submitting multiple quarters on this media, it is recommended that you do not.' It has 'Yes' and 'No' buttons.

Confirm

Do you wish to ERASE this media? If you are submitting multiple quarters on this media, it is recommended that you do not.

Yes No

Diskette Damage

If your diskette is unreadable, the Magnetic Media Department will notify you by mail concerning the problems. You will have ten (10) working days to submit a new diskette.

Diskette Label Reminder

Label the diskette before mailing with this information. Use an adhesive label rather than a sticky note to identify the diskette.

The 'Information' dialog box provides the following information for labeling the diskette:

Please label your diskette with the following information:

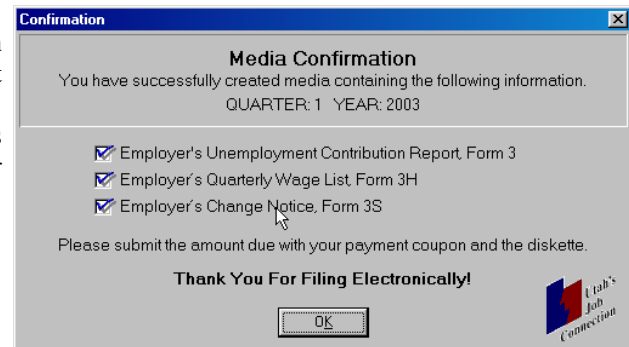
Acct #: C 9-373234-0
Company: CHAT N CHEW INC
Qtr: 1 Year: 2003
Prepared By: PHIL
Phone #: (801) 526-9590

OK

Diskette & Payment Coupon Confirmation

This screen confirms your diskette has been created and ready to be labeled. A Payment Coupon was automatically printed.

If a change to the “Employer Profile” has been made, a Form 3S will automatically print for your records.

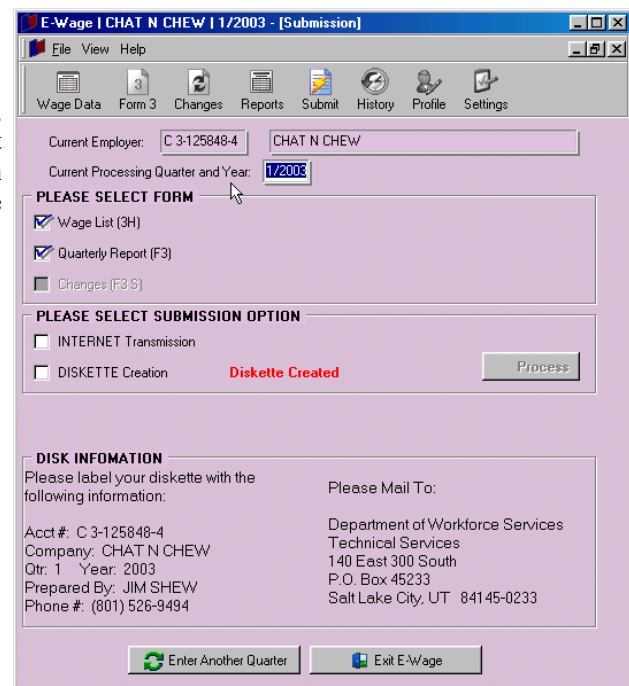


A confirmation dialog box titled "Confirmation" with a close button (X). The main heading is "Media Confirmation". Below it, the text reads: "You have successfully created media containing the following information. QUARTER: 1 YEAR: 2003". There are three checked items in a list: "Employer's Unemployment Contribution Report, Form 3", "Employer's Quarterly Wage List, Form 3H", and "Employer's Change Notice, Form 3S". Below the list, it says: "Please submit the amount due with your payment coupon and the diskette." At the bottom, it says "Thank You For Filing Electronically!" with an "OK" button. In the bottom right corner is the Utah's Job Connection logo.

Diskette Completion

Making Payment

Mail your labeled diskette, payment coupon, and check to the address found in the lower right corner of this “Submission” screen. This screen does not appear until you have created the diskette.



A screenshot of the "E-Wage | CHAT N CHEW | 1/2003 - [Submission]" window. The window has a menu bar (File, View, Help) and a toolbar with icons for Wage Data, Form 3, Changes, Reports, Submit, History, Profile, and Settings. The main content area is divided into several sections. The top section shows "Current Employer: C 3-125848-4 CHAT N CHEW" and "Current Processing Quarter and Year: 1/2003". Below this is a section titled "PLEASE SELECT FORM" with three checked items: "Wage List (3H)", "Quarterly Report (F3)", and "Changes (F3 S)". The next section is "PLEASE SELECT SUBMISSION OPTION" with two unchecked options: "INTERNET Transmission" and "DISKETTE Creation". To the right of "DISKETTE Creation" is the text "Diskette Created" and a "Process" button. The bottom section is "DISK INFORMATION" with two columns of text. The left column says: "Please label your diskette with the following information: Acct #: C 3-125848-4, Company: CHAT N CHEW, Qtr: 1 Year: 2003, Prepared By: JIM SHEW, Phone #: (801) 526-9494". The right column says: "Please Mail To: Department of Workforce Services, Technical Services, 140 East 300 South, P.O. Box 45233, Salt Lake City, UT 84145-0233". At the bottom are two buttons: "Enter Another Quarter" and "Exit E-Wage".

Create Diskette Labels

You may create your own label or use the label file that is provided.

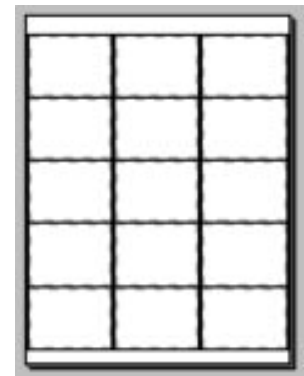
DWS Internal Use Only	
<hr/>	
Acct #:	__ - ____ - __
Company:	_____
Qtr:	_____ Year: _____
Prepared By:	_____

This Diskette Label file is available as a Word Perfect or Microsoft Word File. These files are found in the root directory on the program CD.

Word Perfect = Ewage disc labels.wpd
Microsoft Word= Ewage disc labels.doc

Label # 5963 Sheet Details

Sheet size 8.5"X 11"
Number of labels: 3X5
Label size: 2.69"X 2"



Printing Reports

Printed reports are for employer use only
DO NOT SUBMIT PRINTED REPORTS TO DWS

Printing Reports

The Payment coupon may be printed and mailed with your Contribution Payment. **All the other reports are for the convenience of the employers and are not intended for filing with this Department as a Quarterly Report.**

Enter the quarter and year, check the desired document, and click the print button.

Contributory Employer - Documents

Payment Coupon
Wage List - Form 3H
Quarterly Report - Form 3
Excess Wage Report

Reimbursable Employer - Documents

Wage List - Form 3H
Quarterly Report

E-Wage I CHAT N CHEW INC | 2/2002 - [Reports]

File View Help

Wage Data Form 3 Changes Reports Submit History Profile Settings

Current Employer: C 9-373234-0 CHAT N CHEW INC

Current Processing Quarter and Year: 2/2002

PRINT FORMS

☐ Payment Coupon Print

PRINT FORMS (Do NOT Send to DWS)

☐ Wage List (3H) Printed

☐ Quarterly Report (F3) Printed

☐ Excess Report Printed Print

Employer Profile Changes

Use the screen found under the “Changes” tab to make changes to address, status, ownership, contact information, etc. If you do not have an address, status, or ownership change, you do not need to use this screen.

Change Screen Box 1

FEIN and Telephone Number

If your FEIN or phone number has changed, enter the new data in box number 1.

FEIN Changes *“Please Note”*

FEIN Change **can not** be transmitted via the Internet in *E-Wage*. Submit the change on diskette or submit the change on line at <http://jobs.utah.gov/ui/employer.asp>

Change Screen Box 2

Name and Address Changes

Use box number 2 to make changes to your name and/or address. You do not need to check the “New Name” or the “New Address” boxes. They will automatically be checked after you make a change.

Change Screen Box 3

Change of Ownership

Use this box if you have changed the ownership type of your business (e.g., changed from sole proprietorship to a corporation). Simply enter the date of the ownership change and select the new business entity from the “We changed to” drop down box.

Business Sold

Use this box if you sold your business. Enter the percent of assets sold and enter the date sold in the “Effective on” date field. Enter the new owner’s name, the new business name, and the address.

Change Screen Box 4

Close/Reopen Account

Close Account

Use box 4 if you have closed your business without selling it or if you no longer have employees. Enter the effective date of the closing and select one of the appropriate check boxes.

Leasing Employees

If you lease employees, please enter the leasing company name and phone number.

Reopen Account

To reopen an old account, enter the effective date and check the reopen box.

Change Screen Box 5

Contact Information

Make appropriate changes as needed to update Contact Information.

Wage Data Import Setup

DO NOT use this area unless you are importing wage data.

Before importing payroll wage data into *E-Wage*, you must select an import option and define its setting.

After the option has been defined, check the setting. Use the “Browse” button to the right of the “Payroll Import File” box and select a file to import. The “View Payroll File” button allows you to open the and verify the file structure. Click on the “Validate” button to validate the file import setting. This will not import any data. Use the “Wage Data” screen to import wages. Refer to page 10.

If a problem occurs while importing data, the program will specify the nature of the problem. You must make the appropriate corrections and validate the file again before proceeding with the import process. Confirm that the data file structure and the import setting match.

Once the “Import Setup” is complete, click on the “Post” button to save the changes and return to the “Wage Data” Screen to import wage information. Refer to “Entering Employee Wages” on page 10.

The screenshot shows the 'Payroll Import Preferences' dialog box in the E-Wage application. The 'Fixed Length Format' option is selected. A table lists field names and their corresponding positions. A red text box on the right provides instructions for the Fixed Length format. The 'Payroll Import File' path is 'C:\A DATA FOLDER\J3732340.103'. Buttons for 'View Payroll File', 'Validate', 'Post', and 'Cancel' are at the bottom.

Field Name	Positions
Social Security Number	2 to 10
Employee First Name	25 to 25
Employee Middle Initial	26 to 26
Employee Last Name	27 to 46
Wages for Quarter	47 to 53

The input file must be in Fixed Length format. Specify the beginning and ending positions for each of the fields listed on the left of the screen. These specifications will become your default values when Downloading payroll data into the Wage Data screen. You may also modify these fields at download

Payroll Import File: C:\A DATA FOLDER\J3732340.103

Buttons: View Payroll File, Validate, Post, Cancel

Importing JSwage Wage Data

(*E-Wage* has replaced JSwage, the Departments previous wage data program)

The default setting for Fixed Length Format is set to import wage data from a JSwage transmittal file. Create a transmittal file in JSwage for each quarter being imported.

Once the Import Setup is complete, click on the Post button to save the changes and return to the Wage Data Screen to import wage information. Refer to Entering “Employee Wages” on page 10.

This screenshot is identical to the one above, showing the 'Payroll Import Preferences' dialog box with the 'Fixed Length Format' option selected and the same field position table and file path.

Comma Separated Value - CSV Format

Payroll data exported in a “CSV Format” file can be imported into *E-Wage*. For each needed data field in the record, please specify its location in the “Comma Separated Value Format” box.

On all Wage Data converted from payroll, please define the location of five fields: SSN, First Name or Initial, Middle Initial, Last Name, and Wages. Ensure that the input data is truly in “CSV Format” as shown in the following examples.

“529786765”,”JOE”,”J”,”JONES”,”2530.54”

529786765,JOE,J,JONES,2530.54

You must specify the field numbers for each field in the “Comma Separated Value Format” box. For the example above, it would be set as follows:

SSN = 1, First Name = 4, Middle Initial = 5, Last Name = 6 Wages = 7

These settings become the default for each subsequent quarter. If the wage data file structure changes, the default settings need to be redefined.

Once the “Import Setup” is complete, click on the “Post” button to save the changes and return to the “Wage Data” screen to import wage information. Refer to “Entering Employee Wages” on page 10.

E-Wage | CHAT N CHEW | ** TEST SERVER ** - [Import Settings]

File View Help

History Wage Data Form 3 Changes Profile Clients Reports Preparer Settings

Payroll Import Preferences

☐ Fixed Length Format ☒ CSV Format ☐ Excel (versions 97, 2000, XP)

Comma Separated Value

Field Name	Field Number
Social Security Number	1
Employee First Name	4
Employee Middle Initial	5
Employee Last Name	6
Wages for Quarter	7

The input file must be in Comma Delimited format. Specify the field number for each of the fields listed on the left of the screen. These specifications will become your default values when Downloading payroll data into the Wage Data screen. You may always modify these values at the time that the download takes place.

Payroll Import File: C:\A DATA FOLDER\E2145850.103.CSV

View Payroll File Validate Post Cancel

Fixed Length Format

Payroll data that has been exported in a “Fixed Length Format” file can be imported into **E-Wage**. Within the “Fixed Length Format” box, please specify the beginning and ending location for each data field.

The “Fixed Length Format” data file is defined as data where each needed field falls in the exact same starting and ending position of each Wage Data record. All Wage Data converted from payroll, we need the location of the following five data fields defined: SSN, First Name, Middle Initial, Last Name, and Wages. Make sure that input data is truly a “Fixed Length Format” file and that you know the starting and ending positions for each needed field. By selecting the “View Payroll File” button at the bottom of the screen, you can view the payroll data positions. *You must specify where the payroll data file is found in the “Payroll Import File” box before you can use the “View Payroll File” button.*

These settings become the default for each subsequent quarter. If the wage data file structure changes, the default settings need to be redefined.

Once the “Import Setup” is complete, click on the “Post” button to save the changes and return to the “Wage Data” screen to import wage information. Refer to “Entering Employee Wages” on page 10.

The screenshot shows the "Payroll Import Preferences" window in the E-Wage application. The "Fixed Length Format" radio button is selected. A table lists fields and their positions:

Field Name	Positions
Social Security Number	2 to 10
Employee First Name	25 to 25
Employee Middle Initial	26 to 26
Employee Last Name	27 to 46
Wages for Quarter	47 to 53

A red text box on the right states: "The input file must be in Fixed Length format. Specify the beginning and ending positions for each of the fields listed on the left of the screen. These specifications will become your default values when Downloading payroll data into the Wage Data screen. You may also modify these fields at download". Below the table, the "Payroll Import File" is set to "C:\A DATA FOLDER\J3732340.103". At the bottom are buttons for "View Payroll File", "Validate", "Post", and "Cancel".

Excel File Format

Payroll data that has been exported to an Excel file can be imported into **E-Wage**. Within the “Excel File Format” box, please specify the column location for each needed data field.

All Wage Data converted from payroll, need to have the location of the following five data fields defined: SSN, First Name, Middle Initial, Last Name, and Wages. Make sure that input data is truly in its own column. The employee’s full name cannot be in one column. If there is no middle initial column, you may enter a zero for that location. In selecting the “View Payroll File” button at the bottom of the screen, you can view the payroll data column. *You must specify where the payroll data file is found in the “Payroll Import File” box before you can use the “View Payroll File” button.*

These settings become the default for each subsequent quarter. If the wage data file structure changes, the default settings need to be redefined.

Once the “Import Setup” is complete, click on the “Post” button to save the changes and return to the “Wage Data” screen to import wage information. Refer to “Entering Employee Wages” on page 10.

The screenshot shows the "Payroll Import Preferences" window in the E-Wage application. The "Excel (versions 97, 2000, XP)" radio button is selected. A table lists fields and their column numbers:

Field Name	Column
Social Security Number	1
Employee First Name	4
Employee Middle Initial	5
Employee Last Name	6
Wages for Quarter	7

A red text box on the right states: "The input file must be in Excel format. Specify the columns for each of the fields listed on the left of the screen. These specifications will become your default values when Downloading payroll data into the Wage Data screen. You may also modify these values at the time that the download takes place". Below the table, the "Payroll Import File" is set to "C:\A DATA FOLDER\EXCEL.103.XLS". At the bottom are buttons for "View Payroll File", "Validate", "Post", and "Cancel".

History

The “History” Screen allows you to view the quarterly information.

- Quarter/Year
- Filed By
- Form 3 Date
- Form 3H Date
- Trans Date
- Rate
- Base Wage
- Total Wages
- Subject Wages
- Total Due
- Contribution Due
- Interest Due
- Penalty Due
- Payment Option

Any changes made to the “Employer Profile” also appear in the “History” screen.

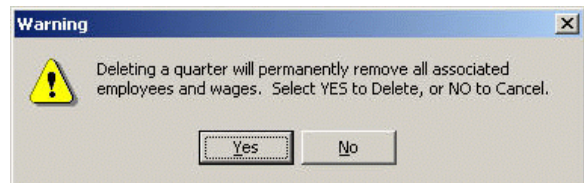
- Date the change was made in *E-wage*.
- Date the data was transmitted.
- How the data was transmitted.

Qtr	Filed By	Form 3 Date	Form 3H Date	Form 3S Date	Trans Date	Rate	Base	Tot Wages
1/2003	Diskette	4/2/03	4/2/03	4/2/03	4/2/03	0.002	22,500	\$82,499.00

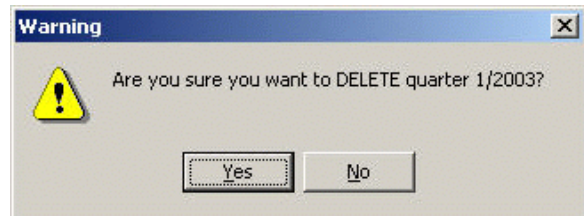
Only the date of the transaction will appear, the data elements will not.

Delete Entire Quarter

Highlight the quarter to be deleted and use the “Delete” button on your keyboard. You will be asked to confirm the delete. Deleting a quarter will permanently remove all associated employees and wages from the *E-Wage* Program.



A second warning appears providing the final opportunity to cancel the operation.

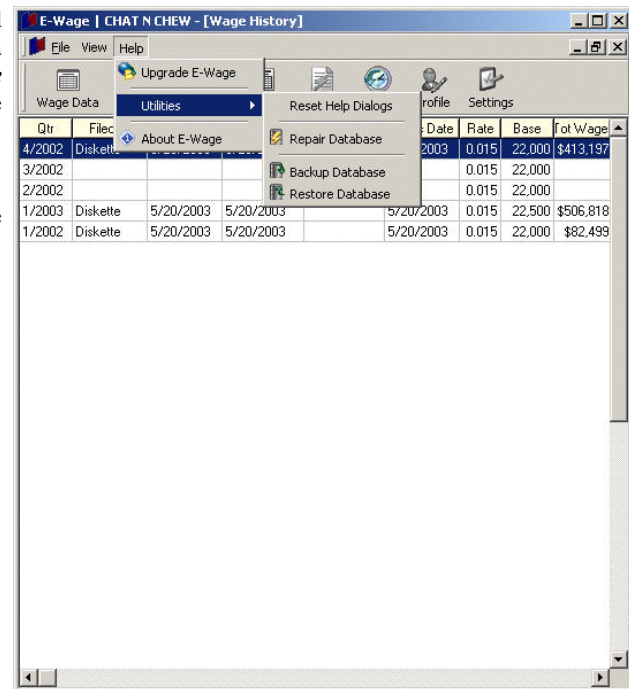


Data Backup

Close all *E-Wage* Programs that are running and click on the “Backup Database” button. All client data is backed up in one zip file and saved in the *E-Wage* backup directory. The name of the backup zip file is the date and time when it was saved.

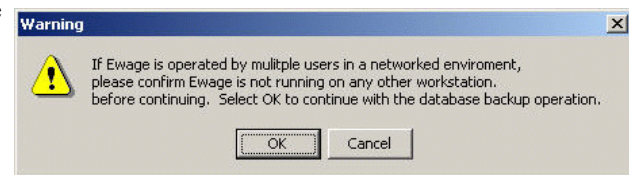
Restore or Move Database

The “Restore Database” button may be used to move client data to another location.



Backup Warning

Ensure that the *E-Wage* programs on the Network are closed before backing up the data.



Glossary

125 Cafeteria Plan : This refers to section 125 of the Internal Revenue Code which allows a company to offer their employees a choice of non taxable benefits. These wages are exempt from the Unemployment Tax and should not be reported as part of gross wages.

Account Closed : An account can be closed when it no longer has taxable Utah wages. This results from selling the business to a new owner, going out of business, continuing to operate without employees or moving to another state.

Comma Delimited : In a Comma Delimited file each record is on one line. Each data element (Field) is separated by a single comma. Example (*John,Doe,120 any st.,Anytown, WW,08123*).

Comma Separated Value : In a Comma Separated Value file each record is on one line. Each data element (field) is separated by a single comma. Data Fields with embedded commas must be delimited with double-quote characters. In this example (*John,Doe,120 any st.,"Anytown, WW",08123*) "Anytown, WW" is one field.

Contributory Employer : This employer must pay a quarterly contribution (tax) to the state Unemployment Insurance Trust Fund. Most companies will fall under this category.

DWS : Department Of Workforce Services

EFT : Electronic Funds Transfer is a debit transaction.

Excess Wages : Excess wage is the amount paid to each employee after his or her year-to-date earnings exceed the maximum taxable wage.

Fixed Length Format : A data file where each needed field falls in the exact same starting and ending position for each data record.

Gross Wages : Total gross wages before deductions paid during the quarter. Includes all payments for services including cash, bonuses, commissions, tips, and gifts. Section 125 Cafeteria Plan wages are exempt and should not be included as part of gross wages.

Help Icon : The question mark icon (?) to the side of any field represents the help icon. Information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.

Interest Due : The interest rate on unpaid tax due for a late payment is one percent (.01) per month or partial month.

ISP : Internet Service Provider

Ownership Changes : This occurs when a new legal entity becomes responsible for the business taxes. (e.g., the business is sold to a new owner, you receive a new Federal Employers Identification Number (FEIN), you change to a corporation, limited liability company, or partnership.

Penalty Due : The penalty is a percentage of the tax due and is based on the number of days that the report is late. The minimum penalty is \$25.00. If 1 to 15 days late applies, the penalty is five percent (.05). If it is 16 to 30 days late, the penalty is ten percent (.10). If it is 31 to 45 days late, the penalty is fifteen percent (.15). If it is 46 to 60 days late, the penalty increases to twenty percent (.20). If it is more than 60 days, the penalty becomes twenty-five percent (.25).

Reimbursable Employer : Although required to submit a Quarterly Report, this employer does not pay a

quarterly contribution (tax) to the Unemployment Insurance Trust Fund. It reimburse the Fund when a former employee draws unemployment insurance benefits. Only non profit organizations or governmental entities fall under this category.

OUR MISSION

**The mission of the Utah
Department of Workforce Services
is to provide quality, accessible, and
comprehensive employment-related
and supportive services responsive
to the needs of employers, job
seekers, and the community.**



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